

Immanuel – Director of Children’s Ministries

- Reports to:** Associate Pastor of Ministries & Operations
- Pay Status:** Salary (Part-time, 25-30 hours per week)
- Education:** Bachelors Degree or related job experience with a proven record of reference. We also prefer some training in Biblical studies.
- Experience / Requirements:** The director of children’s ministries must be able to work independently with minimal supervision, and have experience working with people.
- Contacts:** The director of children’s position is highly visible and entails direct contact with all staff members, other church members and volunteers, their families and guests, vendors, and the general public.
- Job Summary:** The role of the Children’s Ministry Director is to provide leadership, development, and direction for all the Children’s Ministry programs, staff and volunteer teams. The Director is also responsible for the vision, mission, and strategy of all children’s ministry environments specific to Immanuel Church.

Qualifications:

1. A clear testimony of faith in Jesus Christ and a vital, growing relationship with Him.
2. Commitment to a life of spiritual and moral purity.
3. Fully embraces the mission, vision, values and doctrinal Statement of Immanuel.
4. Be reliable, take initiative and be self-motivated.
5. Embrace and adapt to growth and change, with innovation and creativity.
6. Use appropriate judgment in the areas of discretion, sensitivity and confidentiality.
7. Have a cooperative, healthy and motivating relationship with staff and volunteers.

Abilities:

1. A passion for children’s ministry and to see families grow in their faith together.
2. Previous experience with direction and administration of Children’s Ministries or Family Ministries within a church environment.
3. Experience in recruiting, motivating, equipping and scheduling volunteer leaders to minister to children and families.
4. Experience in designing and developing children’s ministry programs.
5. Effective communication skills (written, verbal and interpersonal).
6. Demonstrated ability to understand and relate to children and their families and a passion to see families grow in their faith together.

Duties and responsibilities:

1. Maintain an authentic and growing walk with Jesus Christ through ongoing spiritual disciplines.
2. Provide vision, strategy, & development for all Children’s Ministry environments (birth – 5th grade).
3. Provide leadership, direction and training for all Children’s Ministry Staff.
4. Recruit and oversee all early childhood volunteers providing leadership, training, and appreciation.

5. Review, purchase and oversee the implementation of all curriculums for the Large Group/Small Group teaching environments (2 years – 5th grade).
6. Direct oversight of all Early Childhood Ministries.
7. Develop and maintain safe, clean, aesthetic early childhood learning environments.
8. Oversee childcare for family ministries and all-church events as directed including, but not limited to, productions, annual meeting, seminars, etc...
9. Responsible for check-in procedures and tracking weekly attendance.
10. Meets regularly with the Pastoral Staff to discuss ministry strategy and effectiveness.

Essential Functions:

Technical / Motor Skills: Ability to use computers. Ability to acquire job skills specified in the scope of the job description. Experience with: Microsoft Office, and general email knowledge.

Interpersonal Skills: Ability to communicate effectively with individuals, families, church staff and pastors to assure effective flow of information and to present a positive professional image. Have the ability to communicate via telephone, email and in person.

Physical Requirements: Ability to communicate and be mobile.

Mental Abilities: Ability to perform detailed tasks, handle interruptions and changing work priorities. Ability to assist individuals.

– Director of Children’s Ministries

Employment Start Date:

Employee Signature

Date